



## **FEE POLICY 2021**

**This document sets out the fee structure for Imhoff Waldorf School for 2021. Please read it carefully as there are some changes from previous years.**

Fees are payable in advance each month by the 5<sup>th</sup> of the month. There are 3 different payment options – annual (6.5% discount), termly (3% discount) and monthly over 12 months. *If Annual payments are not received by the 31<sup>st</sup> of January or Term payments are not received the first week of the term these payment options will automatically revert to a monthly option and new invoices will be sent to the relevant parents.*

Parents are encouraged to pay fees via a debit Order Instruction. An annual 3% discount will apply. Please request forms from the office.

There is a slight fee increase of 5% for Classes 2 – 7. Playgroup fees have been reduced to be more in keeping with similar fees elsewhere. Kindergarten and Class 1 fees remain the same.

In addition to the fees two levies are payable:

- i. Development Levy of R300 per family per month,
- ii. Due to the small school fee increase the sports programme can no longer be completely covered by fees. We therefore will be adding a sports levy in 2021, from class 3 to 7 of R75 per child per month.

A non-refundable Acceptance of Place Fee of R4 000 is to be paid on enrolment for parents entering the school from Kindergarten to Class 7. Playgroup enrolments do not pay an acceptance of place fee but pay the first month's fees in advance on acceptance. The acceptance of place fee is not applicable for children moving up from Kindergarten to Class 1, however a request will be made for prepayment of an amount that will be offset against the first month's school fees.

One term's written notice is required if you plan to withdraw your child from the school. Failure to give a term's notice will mean that you will be liable for the school fees for that term. If you do not wish to have your child enrolled for the following year the same applies, a term's notice must be given. Notice cannot be rolled over for a 2<sup>nd</sup> term.

### **ACCOUNT DETAILS**

Account name:	Imhoff Waldorf School	Bank:	Standard Bank
Account type:	Current Account	Branch:	036009 Fish Hoek
Account number:	07 209 1401	International Swift code:	
Beneficiary reference:	Your child's full name and surname		SB ZAZA JJ

#### **Imhoff Waldorf Pre-School & Primary School**

Corner of Kommetjie & Slangkop Road, Kommetjie PO Box 1206, Sun Valley, 7985  
Email: [admin@imhoffwaldorf.org](mailto:admin@imhoffwaldorf.org) Tel: +27 (0)21 783 4237 [www.imhoffwaldorf.org](http://www.imhoffwaldorf.org)  
NPC 2012/215475/08 | PBO 930 018 698

## 2021 FEE PAYMENT OPTIONS

	Monthly over 12 months Fees due by 5th each month	Per Term (3% discount) Fees due by first week each term	Per Annum (6.5% discount) Fees due by 31st Jan
Playgroup			
- 3 days	R1,920	R5,586	R24,538
- 4 days	R2,560	R7,449	R30,554
- 5 days	R3,200	R9,312	R38,192
Kindergarten	R3,850	R11,203	R43,197
Class 1	R4,268	R12,419	R47,887
Classes 2	R4,481	R13,040	R50,276
Classes 3-4	R4,790	R13,938	R53,743
Classes 5-7	R4,990	R14,520	R55,987

## ADDITIONAL INFORMATION

- *Aftercare for Preschool will be added to the relevant invoices at the rate of R25,00 per child per day up to 14h00 and R45,00 up to 15h00.*
- *Primary aftercare will be charged by the aftercare teacher in her personal capacity and will not form part of school fees.*
- Fees include teaching and craft materials for each class and include sport offered at the school. An additional charge for sport offered at alternative facilities may be levied. Please see the Sport Programme for details.
- Class camps from CI 3-7 are not included in the fees. Camp fees need to be paid prior to the camp to enable the child to attend. Parents in need of assistance can ask to pay the fee in monthly instalments prior to the due date.
- Accounts will be emailed to a nominated email address or in physical form if no email is available.
- According to our Debtor's Policy (Attached), the school will charge a late payment fee of R150 if monthly fees are not paid **in full** by the 5<sup>th</sup> of the month. A fee of R20 will apply for sponsored children. Parents/guardians will be asked to withdraw their child/children from the school if fees are three months in arrears, and the account may be handed over for collection.
- There is a 5% sibling discount offered to parents.
- The school reserves the right to invoice for additional charges that may occur from time to time.

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- We will **not** be offering the possibility of a limited fee subsidy for families who may encounter financial difficulties for 2021.
- Should you encounter personal financial difficulties please contact the Financial Co-ordinator timeously, following which your case may be referred to the Debtor's Mandate Group for consideration.
- Fees are reviewed annually by the Finance Committee and Board of Management.

Yours sincerely  
The Board of Management